Upload an MMREF or EFW2 file?

1. First, create the file according to the federal specifications and save it on your computer. The ***Specifications for Filing Forms W2 Electronically EFW2*** may be obtained from the Social Security Administration at **www.ssa.gov/employer/pub.htm**.

   The code "RE" (employer) record and the code "RS" (state) record are the only two records required by this bureau. The code "RS" record has provisions for local tax information. The following fields are this Bureau's **additional** requirements for the **RS Record** of the EFW2 format:

Position	Length	Field Name	Required Entry
309-319	11	Local Taxable Wages	includes 2 decimal positions; right justify and zero fill
320-330	11	Local Income Tax Withheld	includes 2 decimal positions; right justify and zero fill
338-343	6	Employee **Residence** Political Subdivision Code	May be required in Tax Year 2011. Contact the bureau for codes. Right justify and zero fill.
413-418	6	Employee **Work Location** Political Subdivision Code	May be required in Tax Year 2011. Contact the bureau for codes. Right justify and zero fill.

2. In this Employer Online Filing system, click the **File a Tax Return** option (under TAX FUNCTIONS).

3. Choose an option button to indicate whether you are filing a detail return AND required payment at this time, or only the employee details in the EFW2 file.

4. Click Start. The wizard will walk you through the following steps.

5. Read the overview of the filing procedure, then select the proper tax collection account already set up with the tax collector.

6. Select the Type of the Filing by choosing EIT-Earned Income Tax.

7. Select the appropriate occurrence for this filing:

   a. Choose "Annual" when submitting your W-2 details for annual reconciliation.

   b. Otherwise, choose the Quarterly, Monthly, or Weekly frequency of your filing.

8. For an annual filing, choose the Tax Year. For all other returns, choose the Tax Year and the appropriate Quarter to which your filing applies.

9. Choose the Entry Method: Upload Electronic File.

10. Click Continue.

11. Then choose Format: Federal MMREF/EFW2 Format.

12. Click the Browse button and select the file you created on your computer.

13. Click the Upload File button. Wait while the system sends your file to the secure server. If any formatting errors are found, messages will display below the Upload File button. If necessary, fix errors as described below.

14. After successfully uploading an MMREF/EFW2 file, check the summary data shown on the Upload Successful page.

    ▪ If you agree with the summary shown, click the Submit button. Your filing is complete.

    ▪ If you disagree with the summary, there is a data error in your file. Click the Delete button to discard the inaccurate file. Open the file on your computer, and make the needed correction. Then, repeat the above steps to upload the corrected file.

▶ Fix errors in my uploaded file?

If error messages are displayed after you click the Upload File button, you must:

1. Open the file on your computer and make corrections in the original file. (You can keep the online filing system open or minimized while you make corrections.)
2. Save the corrected file.
3. Then, go back to the Upload a Return page and Browse for your corrected file.
4. Click the Upload File button to try again.

Note: If you discover that you missed an employee in an uploaded file, you should delete the unsubmitted return from the online filing system, add the information to the MMREF/EFW2 file on your computer, and start the upload process again.